

## **Trace Analytical Laboratories, Inc.**

### **Laboratory Identification**

EPA Laboratory ID:	MI00106
DoD-ELAP Accreditation Number:	1031
New Jersey NELAP Certification ID Number:	MI008
Pennsylvania NELAP Certification ID Number:	68-04471
State Of Michigan Laboratory ID:	8001

### **How to Contact Trace**

#### **Mailing Address:**

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## Trace Analytical Laboratories, Inc.

### Appendix I

#### Resumes of Key Personnel

## **Trace Analytical Laboratories, Inc.**

### **R. BRUCE PELLETIER, President**

The Company President is responsible for the overall operation, planning, organizing, and directing of the laboratory and management staff. Key areas of responsibility are corporate image, client relations, company leadership, employee relations, quality assurance, and financial management.

#### **RESPONSIBILITIES**

- Assists with budget development, cash flow management, tax planning, financial strategies and organization of overall financial functions.
- Sets corporate goals and makes recommendations for plans to achieve these goals.
- Works with staff to develop and maintain a strong professional image for the company with respect to its clients, competitors, employees, and the community.
- Provides technical information and advice to clients regarding their projects or proposed projects.
- Oversees and assists with repairs, maintenance and installation of instrumentation. Also oversees facility maintenance.
- Coordinates changes within the laboratory to comply with changing regulatory requirements.
- Assists laboratory staff in writing, reviewing, and implementing SOP's.
- Serves as project coordinator for special or unusual analytical projects that differ from those commonly conducted by the laboratory.
- Reviews proposed projects containing requests for air analyses to determine if the work is within the capabilities of the laboratory.
- Supervises method development and method validation procedures for air quality analyses.
- Trains and qualifies chemists and technicians to analyze air samples in a manner consistent with good quality control practices and procedures.

#### **PROFESSIONAL EXPERIENCE**

**January 1990 - Present: TRACE Analytical Laboratories, Inc., Muskegon, MI**

**President and Co-Owner**

Air Quality Supervisor, and Special Projects Coordinator.

**January 1984 - December 1990: Koch Chemical Company, Inc., Whitehall, MI**

**Senior Analytical Chemist and Quality Control Director**

Supervised a staff of one chemist and three technicians. Responsible for the day to day operations of the FDA approved Product Testing Laboratory. Primary responsibilities included the analyses of incoming raw materials to validate stated purity, analyses of pharmaceutical intermediates to determine reaction completeness, and final product testing to formulate Certificates of Analysis for the final finished products. Additional responsibilities included instrument repair and maintenance, writing and implementation of SOP's. Instrumentation used and maintained for this position included gas chromatographs, high pressure liquid chromatographs, infrared spectrophotometers, visible and UV wavelength scanning spectrophotometers, automatic titrators, refractometers, melting point apparatus, fractional distillation equipment, and precision analytical balances.

**May 1977 - December 1983: Aquatic Systems, Inc., Ludington, MI**

**Laboratory Director**

Responsible for the daily operation of the environmental laboratory. Responsibilities included scheduling, instrument repair and maintenance; writing and implementation of SOP's, project management, data review, and the training of laboratory staff. This was a working position that also required the analysis of client samples for wet chemistry, metal, volatile and semi-volatile organic parameters. Instrumentation used and maintained under this position included gas chromatographs,



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high pressure liquid chromatographs, atomic absorption spectrophotometers, visible and UV wavelength spectrophotometers, infrared spectrophotometers, and precision analytical balances.

### **September 1975 - May 1977: Central Michigan University, Mt. Pleasant, MI, University Instructor for the Biology Department**

Responsible for teaching General Biology and Determinative Bacteriology classes under a graduate teaching assistantship. This position required the formulation and presentation of course lectures and laboratory sections. An additional requirement was the advanced preparation of bacteriological culture media and glassware.

### **October 1975 - May 1977: Three Lakes Association, Inc., Antrim County, MI, Water Quality Specialist**

Responsible to formulate and implement a comprehensive water sampling and analysis program to determine and document the water quality of Torch, Clam, and Bellaire Lakes of Antrim County. Tests conducted on these lakes included bottom dredging and identification of invertebrates, bottom coring for lake aging and sediment profiling, transparency measurements, total phosphorus, ammonia nitrogen, nitrate nitrogen, total organics, and chlorophyll analyses. Additional responsibilities included maintaining all sampling and analytical equipment and to provide written annual reports of all findings to the lake association.

## **EDUCATION**

- **B.S., Aquatic Biology**, Michigan State University,  
Minor in Chemistry
- **M.S., Limnological Studies**, Central Michigan University,

## **PROFESSIONAL ORGANIZATIONS/CERTIFICATIONS**

- American Chemical Society
- Society of American Military Engineers
- Handling Hazardous Materials & Hazardous Materials Operations
- Hazardous Materials-First Responder Operations

## **Trace Analytical Laboratories, Inc.**

### **WILLIAM SCHROEDER, Ph.D., Senior Vice President**

The Senior Vice President is responsible for the overall management of the company in conjunction with the President and Vice President of Business Operations. Ultimate decisions about financial and personnel matters are a primary function. In addition, the Senior Vice President is available to the staff as a technical advisor and chemical consultant. Finally, the Senior Vice President serves as the company representative in community activities and contacts with corporate, political, and environmental entities.

### **PROFESSIONAL EXPERIENCE**

**September 1989 – Present: TRACE Analytical Laboratories, Inc., Muskegon, MI,  
Co-Owner and Senior Vice President.**

**1985 - 1989: Baxter International, Muskegon, MI,  
Vice President and General Manager of the Burdick and Jackson Division**

This position had complete profit and loss responsibilities for a manufacturing operation engaged in the production of highly purified solvents designed for use in sophisticated analytical techniques. Additional responsibilities included the coordination of activities with other corporate interests.

**1983 - 1985: American Hospital Supply Corporation, Muskegon, MI,  
Vice President and General Manager of the Burdick and Jackson Division**

This position had complete profit and loss responsibility for a manufacturing operation engaged in the production of highly purified reagents and the coordination of division sales efforts with corporate national programs.

**1978 - 1983: Hofmann LaRoche International, Muskegon, MI,  
President of the Burdick and Jackson Division**

This position had full profit and loss responsibilities for a manufacturing and research operation designed to broaden the manufacturing interest of the parent company; specifically to develop procedures for the manufacture of chemical intermediates as well as the continuing operation of the purified solvent program.

**1974 - 1978: Hofmann LaRoche International, Muskegon, MI,  
V.P. Research for the Burdick and Jackson Division**

This position was responsible for the development of new procedures for the purification of solvents and the innovative synthesis of organic intermediates for the preparation of new pharmaceuticals.

**1965 - 1974: Burdick and Jackson Laboratories, Muskegon, MI,  
Vice President of Research and Co-Owner**

Responsible for the development of procedures for the preparation of highly purified solvents and the production of intermediates and final drug products for the pharmaceutical industry. These drug products required the inspection of the operation and approval of procedures by the Food and Drug Administration. The development of analytical procedures for testing the purity of both the solvent and drug products was also a requirement.

**1958 - 1965: The Upjohn Company, Kalamazoo, MI,  
Research Associate**

This position was responsible for the research and development of new antibiotics and anti-cancer drugs. A significant result of this activity was the cooperative effort that brought to market the antibiotic Lincocin and its derivatives. This antibiotic has unique properties for the control of deep-seated bone infections.

## **Trace Analytical Laboratories, Inc.**

### **EDUCATION**

- **Ph.D., Organic Chemistry**, Purdue University
- **B.S., Chemistry**, Purdue University

### **PROFESSIONAL ORGANIZATIONS/CERTIFICATIONS**

- American Chemical Society
- Association of Official Analytical Chemists
- Research Associate: Grand Valley State University



## **Trace Analytical Laboratories, Inc.**

### **GINA ROE, Laboratory Manager**

The Laboratory Manager is responsible for all aspects of environmental chemistry as related to clients and projects. The Laboratory Manager is also responsible for the day to day operations of the laboratory.

### **RESPONSIBILITIES**

- Production - Responsible for the overall production of the laboratory, including development of new methods, and scheduling of workloads
- Performance - Insures that the laboratory is meeting requirements regarding quality, procedures, volume, and turnaround. Schedules and reviews analyst certifications, MDL studies and SOP writing. Monitors on-time performance. Conducts annual review of employees.
- Data Validation - Accountable for the data released from the laboratory. Reviews analytical data prior to submission to data reporting, evaluates PE results, and implements corrective actions.
- Budget - Responsible for the development and maintenance of an operating budget.
- Training - Insures that employees are properly trained to meet the requirements of their positions.
- Client Interface - Serves as the in-house representative on all projects requiring technical expertise.
- Planning - Plans for future growth of the laboratory.

### **PROFESSIONAL EXPERIENCE**

**July 2010-Present: Trace Analytical Laboratories, Inc., Muskegon, MI, Laboratory Manager**

**October 2005 – July 2010: Trace Analytical Laboratories, Inc., Muskegon, MI,  
Project Manager**

**February 1997 – October 2005: Trace Analytical Laboratories, Inc., Muskegon, MI,  
Senior Analyst**

Responsible for GC/MS volatiles and other organic analyses.

**February 1990 – February 1997: Trace Analytical Laboratories, Inc., Muskegon, MI,  
Analyst**

Responsible for Organic, Inorganic, and Metals analysis.

**September 1986 – May 1987: Muskegon Community College.  
Interim Laboratory Director**

Responsible for laboratory set-up for student use, and ordering of supplies.

### **EDUCATION**

- A.A.S., Chemistry, Muskegon Community College
- B.S., Natural Resource Management, Grand Valley State University

## **Trace Analytical Laboratories, Inc.**

### **JON MINK, Senior Project Manager / Technical Systems Manager**

The Project Manager is a liaison between the laboratory and the customers. Also serving as the Technical Systems Manager, responsibilities include sampling services, equipment repair and maintenance, waste management and disposal, LIMS/computer systems management.

#### **RESPONSIBILITIES**

- Oversee clients' needs including sampling, sample tracking, and reporting
- Notify clients of exceedances or discrepancies in data
- Supervise and assist field personnel
- Evaluate the ability of the laboratory to perform new methods with existing equipment and personnel.
- Determine project requirements with clients, as pertaining to instrumental and staff capabilities. As necessary develop and implement new analytical methodologies as required by client project needs.
- Set up and oversee laboratory equipment maintenance and preventative maintenance schedules
- Conduct major repairs of analytical equipment with help from the manufacturers technical support staff. If necessary schedule on-site or off-site repair
- Develop, implement, and oversee a plan for the management and disposal of laboratory and sample waste
- Manage LIMS/Computer systems
- Building maintenance

#### **PROFESSIONAL EXPERIENCE**

**September 1995 – Present: TRACE Analytical Laboratories, Inc., Muskegon, MI,  
Project Manager / Technical Systems Manager**

**July 1993 – September 1995: TRACE Analytical Laboratories, Inc., Muskegon, MI,  
Project Manager**

The Project Manager was responsible for the management of the mobile analytical services. Duties also included special project management. Included were the selection, set-up, and maintenance of instrumentation.

**July 1992 - July 1993: TRACE Analytical Laboratories, Inc., Muskegon, MI,  
Application Specialist**

Responsible for determining the laboratories abilities to meet specific, non-standard, client analytical requests. Also responsible for the implementation of new EPA analytical methods not currently being performed by the laboratory.

**July 1991 - July 1992: TRACE Analytical Laboratories, Inc., Muskegon, MI,  
Client Services / Safety Manager**

Spoke with clients regarding analytical requirements. Included in this was the determination of proper sample techniques, volumes, containers, preservatives, and hold times. Also worked closely with the laboratory to determine the availability of analytical results and priority sample treatment. Other duties included ordering of supplies needed by the laboratory for day to day operations, and the development of the laboratory safety plan.



## **Trace Analytical Laboratories, Inc.**

### **September 1990 - July 1991: TRACE Analytical Laboratories, Inc., Muskegon, MI, Analyst**

Performed analyses in all areas of the laboratory. Set-up new equipment for analytical determinations, investigated and implemented new methodologies. Also responsible for field sampling.

### **January 1984 - September 1988: University of California at San Diego, School of Medicine Pathology Department. La Jolla, California, Lab Assistant II**

Worked with a principal investigator doing research on cholestasis and choleuresis as an electron microscopist and research assistant. Duties included small animal surgeries, tissue harvesting, tissue processing for light microscopy and transmission electron microscopy, electron micrograph development and printing, student assistant supervision, paper writing for journal publication, and laboratory purchasing.

## **EDUCATION**

- **B.A., Microbiology**, University of California, San Diego, Revelle campus  
minors in Physiological Psychology and Chemistry

## **PROFESSIONAL ORGANIZATIONS/CERTIFICATIONS**

- Hazardous Materials Specialist
- Firefighter I & II
- Member Muskegon County Hazmat Team
- Member Muskegon County Urban Search and Rescue Team
- Member Michigan Regional Response Team for Western Michigan District

## **Trace Analytical Laboratories, Inc.**

### **ALYSON YAGIELA, QA/QC Manager**

The QA/QC Manager will make sure that all aspects of the program comply with current and appropriate regulatory requirements, methodologies, and protocols, will coordinate and manage the quality assurance program on a daily basis, and shall keep members of the quality assurance group informed on issues relating to the laboratory quality assurance program.

### **RESPONSIBILITIES**

- Conducts internal and coordinates external laboratory audits.
- Coordinates efforts for state and federal certifications.
- Coordinates changes within the laboratory to comply with changing regulatory requirements.
- Assists laboratory staff in writing, reviewing, and implementing SOP's.
- Maintains Quality Control calculation programs.
- Updates and edits Quality Control Program manual.
- Assists with project quotation preview and review.

### **PROFESSIONAL EXPERIENCE**

**May 2011 – Present: TRACE Analytical Laboratories, Inc., Muskegon, MI**  
**QA/QC Manager**

**February 2007 – May 2011: Mead Johnson Nutrition, Zeeland, MI**  
**Quality Control Laboratory Analyst**

Held multiple roles within the QA/QC labs, including the collection, preparation, and analysis of infant formula samples. Worked to update SOPs and analytical methods, which required strict adherence to FDA regulations.

**September 2005 – February 2007: Aerotek Scientific, Mead Johnson Nutrition, Zeeland, MI**  
**Quality Assurance Technician**

Laboratory sample preparation and analysis using microbial determination methods while complying with FDA regulations.

**May 2002 – May 2004: Michigan State University, East Lansing, MI**  
**Master's Degree Candidate / Research Assistantship**

Master's thesis research studied the effects of nutrient enrichment on consumers in lacustrine wetlands using stable isotopes. Assisted with Muskegon River Watershed Assessment Project sampling and algal identification.

**May 2001 – August 2001: Boston University, Woods Hole, MA**  
**REU – Research Fellow**

Worked on a sandplain restoration project and designed/implemented research project to study nitrogen concentrations at the seepage face of Edgartown Great Pond.

**September 2000 – April 2001: University of Michigan, Ann Arbor, MI**  
**Assistant-in-Research**

Studied historical trends in diatom assemblages and effects on the diets of fish and zooplankton.

**May 2000 – August 2000: National Oceanic and Atmospheric Administration, Muskegon, MI**  
**Research Fellow**